

Title: Developing a Template for Record Update when a CRT is needed.

Category 1 :

Category 2 :

Developing a Template for Record Update when a CRT is needed.

Change History

Update the following table as necessary when this document is changed:

| Date | Name | Change Description |
|-------------|--------------|---------------------------|
| 28-APR-2004 | Ophelia Mays | |
| | | |

Purpose

Use this guide to accomplish research on an employee record in DCPDS especially when a CRT will be required to update (remove/replace) erroneous data from a record.

Other Recommended Sources Available

PARIS OPF
HARD Copy OPF, if available
DCPDS Pay 500
DCPDS People Summary

Menu Path

Use the following navigation path(s) to accomplish the research.

- Navigate to **People** → Enter and Maintain
- Navigate to **Position** → Description.
- Navigate to **Request for Personnel Action** → Cancellation/Correction
- Navigate to **Processes and Reports** → Submit Processes & Reports
- Navigate to **View** → Histories → Employee Assignment

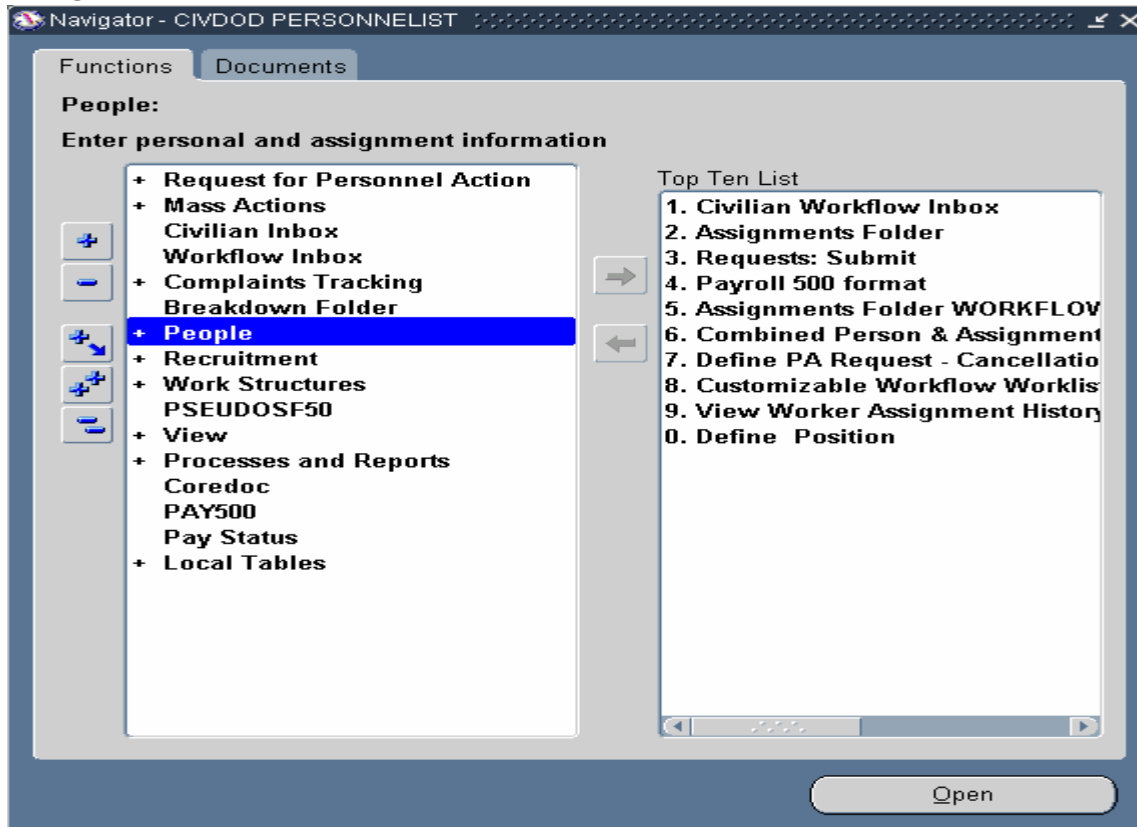
Helpful Hints

- As research and fixes are accomplished by the user, please remember to paste screen shots into a word document along with an explanation of each step taken to fix the record. These should be included with the **Template for Record Update located at the end of this guide**. The information included in this document is just a sample of the types of information needed based on what has been identified for fix as a result of the research accomplished.

Procedure

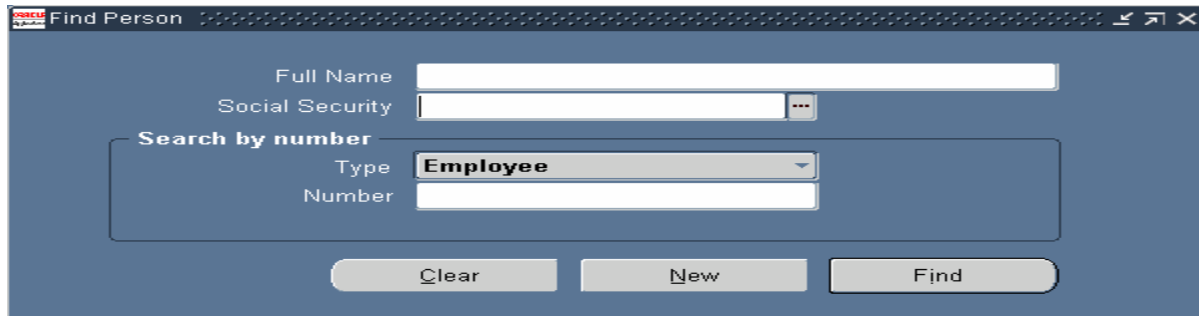
1. Start the task using the menu path.

Navigator - CIVDOD PERSONNELIST



2. Double-click **+ People**.
3. Double-click **Enter and Maintain**.

Find Person



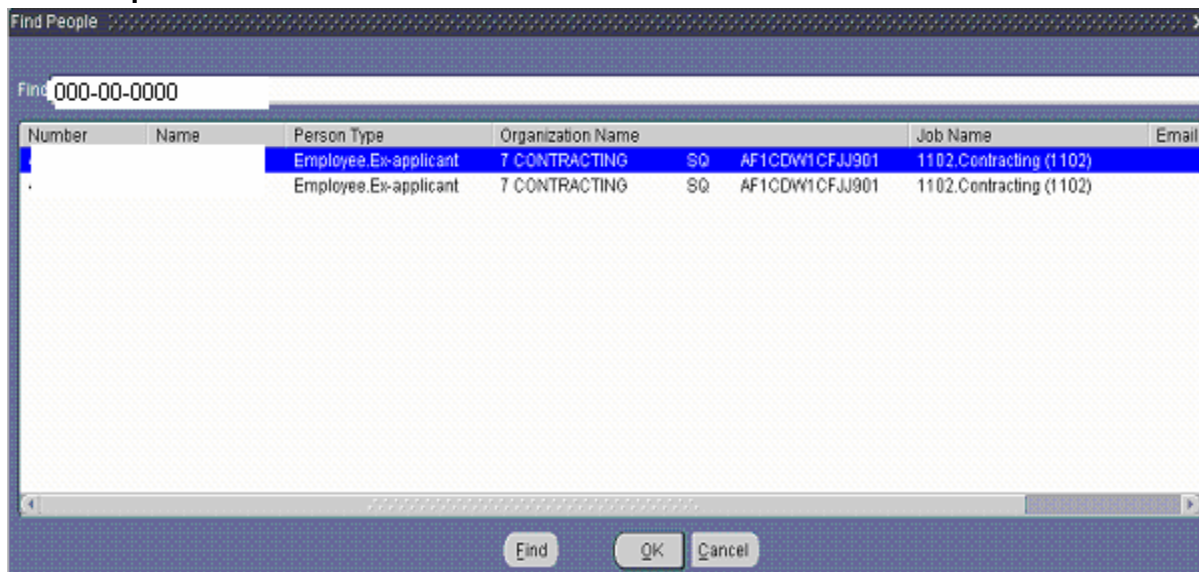
The 'Find Person' dialog box has a blue background. It contains input fields for 'Full Name', 'Social Security', and 'Number'. A 'Search by number' section includes a 'Type' dropdown menu set to 'Employee'. At the bottom are 'Clear', 'New', and 'Find' buttons.

4. As required, complete/review the following fields:

| Field Name | R/O/C | Description |
|------------------------|-------|---|
| Social Security Number | R | Complete the SSAN with dashes. Example: 000-00-0000 |

5. Click .

Find People

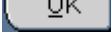


The 'Find People' dialog box shows a search result table. The search criteria at the top is 'Find 000-00-0000'. The table has columns: Number, Name, Person Type, Organization Name, Job Name, and Email. Two records are displayed, both with 'Person Type' as 'Employee.Ex-applicant'.

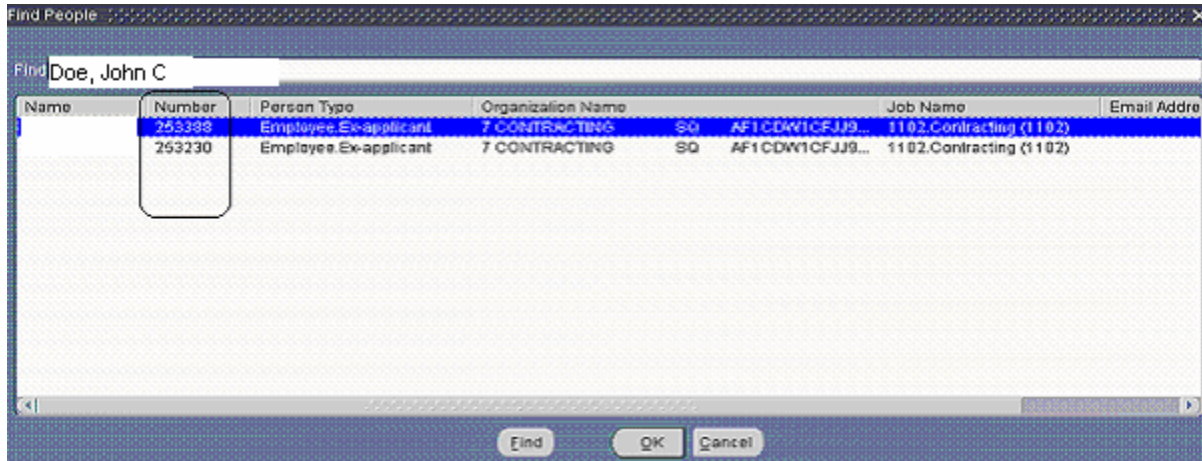
| Number | Name | Person Type | Organization Name | Job Name | Email |
|--------|------|-----------------------|-------------------|-------------------------|-------|
| | | Employee.Ex-applicant | 7 CONTRACTING | 1102.Contracting (1102) | |
| | | Employee.Ex-applicant | 7 CONTRACTING | 1102.Contracting (1102) | |



Note the 2 record with the **same Person Type:** (1) Employee.Ex-applicant (2) Employee.Ex-applicant .

6. Click on the first record then click the  button and the **employee identification number** will appear in the second column.

Find People



The 'Find People' dialog box shows a search for 'Doe, John C'. The results table has columns: Name, Number, Person Type, Organization Name, Job Name, and Email Address. Two records are listed, both with 'Employee.Ex-applicant' as the person type and '7 CONTRACTING' as the organization name. The first record has a job name of 'AF1CDW1CFJ9...' and the second has 'AF1CDW1CFJ9...'. The 'Number' column contains '253388' and '253230'. The 'Job Name' column contains '1102.Contracting (1102)' and '1102.Contracting (1102)'. The 'Email Address' column is empty. The 'Find' button is highlighted.

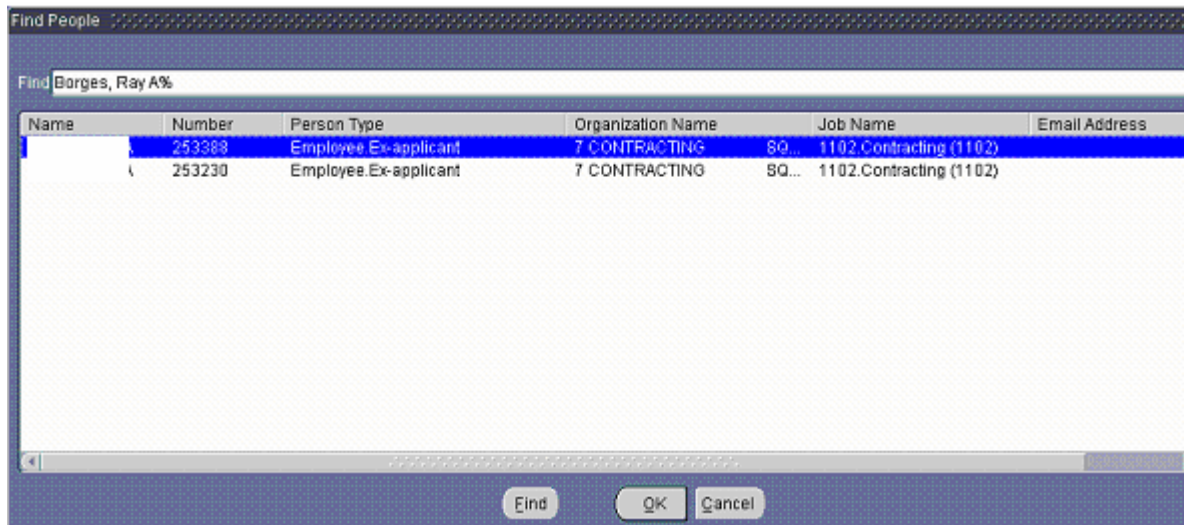
| Name | Number | Person Type | Organization Name | Job Name | Email Address |
|-------------|--------|-----------------------|-------------------|----------------|-------------------------|
| Doe, John C | 253388 | Employee.Ex-applicant | 7 CONTRACTING | AF1CDW1CFJ9... | 1102.Contracting (1102) |
| Doe, John C | 253230 | Employee.Ex-applicant | 7 CONTRACTING | AF1CDW1CFJ9... | 1102.Contracting (1102) |



Note the 2 different employee Identification number **253388** and **253230** ."

7. Click in the first record **253388**.

Find People



The 'Find People' dialog box shows a search for 'Borges, Ray A%'. The results table has columns: Name, Number, Person Type, Organization Name, Job Name, and Email Address. Two records are listed, both with 'Employee.Ex-applicant' as the person type and '7 CONTRACTING' as the organization name. The first record has a job name of 'SQ...' and the second has 'SQ...'. The 'Number' column contains '253388' and '253230'. The 'Job Name' column contains '1102.Contracting (1102)' and '1102.Contracting (1102)'. The 'Email Address' column is empty. The 'Find' button is highlighted.

| Name | Number | Person Type | Organization Name | Job Name | Email Address |
|----------------|--------|-----------------------|-------------------|----------|-------------------------|
| Borges, Ray A% | 253388 | Employee.Ex-applicant | 7 CONTRACTING | SQ... | 1102.Contracting (1102) |
| Borges, Ray A% | 253230 | Employee.Ex-applicant | 7 CONTRACTING | SQ... | 1102.Contracting (1102) |

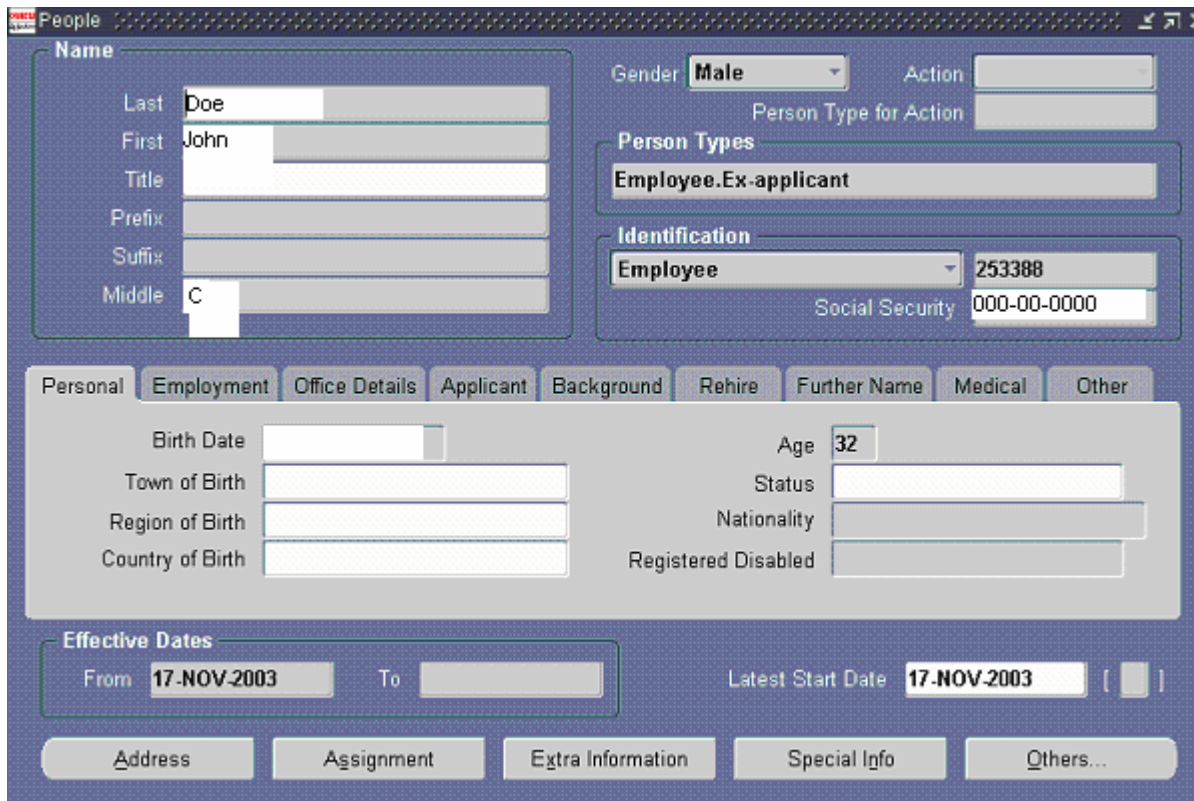
Title: Developing a Template for Record Update when a CRT is needed.

Category 1 :

Category 2 :

8. Click  .

The People window for the first record will display.



The screenshot shows the 'People' window for a record update. The window has a title bar 'People' and a standard Windows-style interface. The main area is divided into several sections:

- Name:** Fields for Last (Doe), First (John), Title, Prefix, Suffix, and Middle (C).
- Gender:** A dropdown menu set to 'Male'.
- Action:** A dropdown menu.
- Person Type for Action:** A dropdown menu.
- Person Types:** A dropdown menu set to 'Employee.Ex-applicant'.
- Identification:** A dropdown menu set to 'Employee' and a text field for '253388'.
- Social Security:** A text field for '000-00-0000'.

Below these fields are several tabs: Personal, Employment, Office Details, Applicant, Background, Rehire, Further Name, Medical, and Other. The 'Personal' tab is selected, showing fields for Birth Date, Town of Birth, Region of Birth, Country of Birth, Age (32), Status, Nationality, and Registered Disabled.

At the bottom, there is an 'Effective Dates' section with 'From' (17-NOV-2003) and 'To' () fields, and a 'Latest Start Date' (17-NOV-2003) field. Below this are buttons for Address, Assignment, Extra Information, Special Info, and Others...



Note: The From, To and Latest Start Date in the **Effective Dates** region of the **people window**. On active records this date should be the **SCD minus 2 days for employees transferred from another DoD activity** without a break in service. For all others it would be at least 2 days prior to the effective date of the appointment. If the dates are not IAW the rules for building applicant, users must, based on a thorough review of the record, include information to support that determination.

Title: Developing a Template for Record Update when a CRT is needed.

Category 1 :

Category 2 :

9. Review the Date Track History for both records using steps 10 and 11 below:

People

10. Click the **Tools** menu item and select Date Track History from the list

DateTrack History Change Field Summary

11. Click **Full History**

Title: Developing a Template for Record Update when a CRT is needed.

Category 1 :

Category 2 :

DateTrack History of Person

| Ophelia's DATE TRACK HISTORY PERSON | | | | | | | | |
|-------------------------------------|-------------|-------------|-------------|-------------|-------------|-----------------|----------------|-------------------------------------|
| From Date | To Date | Full Name | SSAN | Person Type | Birth Date | Last Updated By | Last Update Da | Effective |
| 17-NOV-2003 | | Doe, John C | 000-00-0000 | Employee.E | 13-SEP-1971 | ANONYMOUS | 26-NOV-2003 | <input checked="" type="checkbox"/> |
| 13-NOV-2003 | 16-NOV-2003 | Doe, John C | 000-00-0000 | Applicant | 13-SEP-1971 | ORTIZJ-AST | 18-NOV-2003 | <input type="checkbox"/> |
| | | | | | | | | <input type="checkbox"/> |
| | | | | | | | | <input type="checkbox"/> |
| | | | | | | | | <input type="checkbox"/> |



Review the From Date, To Date, Last Updated By and Last Updated Date.

12. Close the date track History Person window using the **x** in the upper right hand corner of the window.

People

| | | | |
|--|-----------------------------------|---|---|
| Name | | Gender: Male | Action: <input type="text"/> |
| Last | <input type="text" value="Doe"/> | Person Type for Action: <input type="text"/> | |
| First | <input type="text" value="John"/> | Person Types | |
| Title | <input type="text"/> | Employee.Ex-applicant | |
| Prefix | <input type="text"/> | Identification | |
| Suffix | <input type="text"/> | Employee | <input type="text" value="253388"/> |
| Middle | <input type="text" value="C"/> | Social Security: <input type="text" value="000-00-0000"/> | |
| Personal Employment Office Details Applicant Background Rehire Further Name Medical Other | | | |
| Birth Date: <input type="text"/> | | Age: <input type="text" value="32"/> | Status: <input type="text"/> |
| Town of Birth: <input type="text"/> | | Nationality: <input type="text"/> | Registered Disabled: <input type="text"/> |
| Region of Birth: <input type="text"/> | | | |
| Country of Birth: <input type="text"/> | | | |
| Effective Dates | | Latest Start Date: <input type="text" value="17-NOV-2003"/> | |
| From: <input type="text" value="17-NOV-2003"/> | To: <input type="text"/> | | |
| Address Assignment Extra Information Special Info Others... | | | |

13. Click **Assignment**.

Assignment(Doe, John C)

The screenshot shows the Oracle PeopleSoft Assignment window for John C. Doe. The window is titled "Assignment(Doe, John C)". It contains several tabs: "Salary Information", "Supervisor", "Probation & Notice Period", "Standard Conditions", and "Statutory Information". The "Salary Information" tab is currently selected. Within this tab, there are sections for "Review Salary" and "Review Performance", each with an "Every" field. Below these is the "Effective Dates" section, which includes "From" and "To" date fields. The "From" field is populated with "17-NOV-2003". At the bottom of the window, there are buttons for "Entries", "Extra Information", and "Others...".

| | | | | | |
|---------------------|-------------------------|----|-------|----------------------|--------------------------------------|
| Organization | 7 CONTRACTING | SQ | AF1CC | Group | |
| Job | 1102.Contracting (1102) | | | Position | 08218.CONTRACT SPECIALIST.558745.AF1 |
| Grade | GS-09 | | | Payroll | Biweekly |
| Location | 482017441 | | | Status | Active Appointment |
| Assignment Number | 253388 | | | Collective Agreement | |
| Assignment Category | | | | Employee Category | |

Salary Basis: []

Review Salary: Every []

Review Performance: Every []

Effective Dates: From 17-NOV-2003 To []

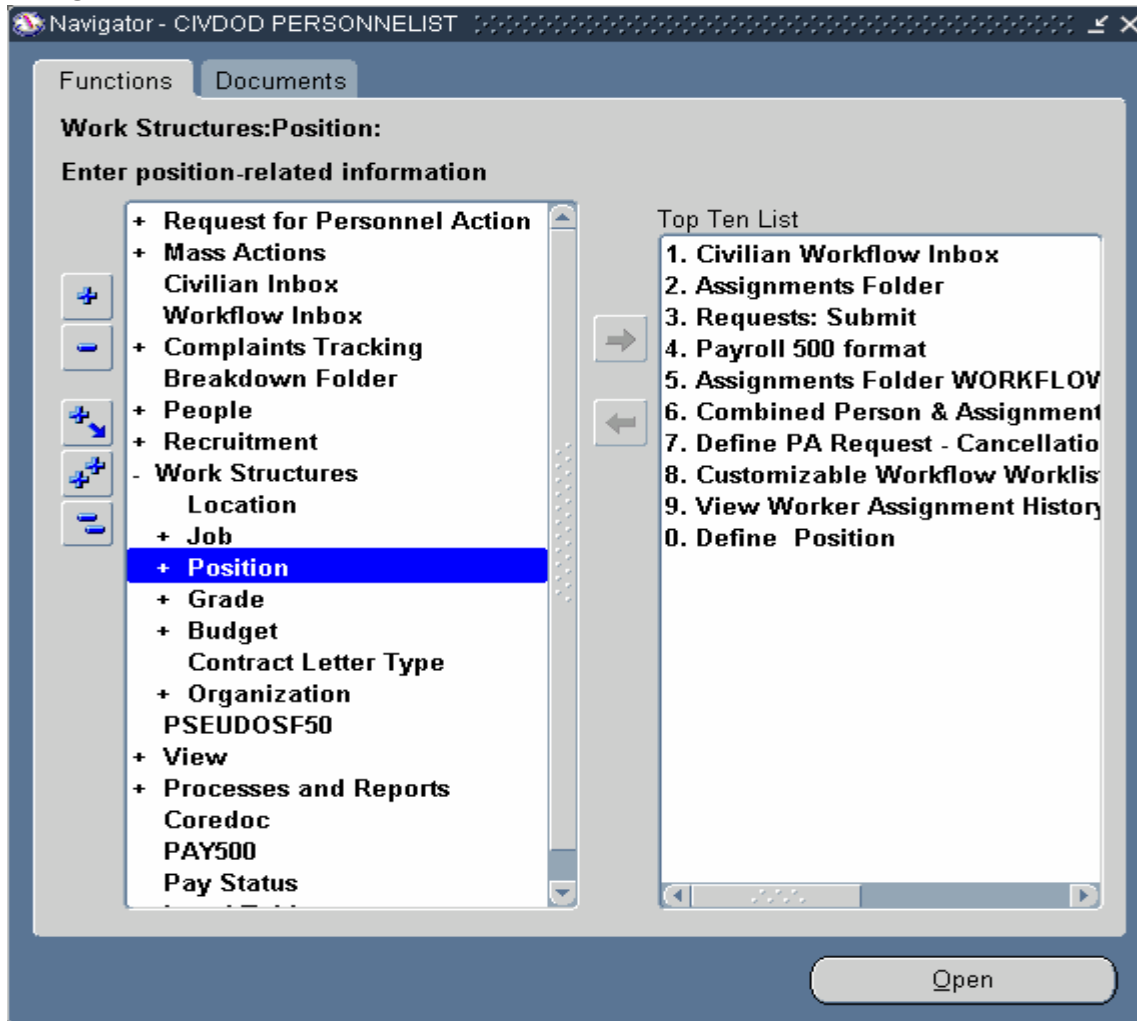
Buttons: Entries, Extra Information, Others...



Note: The From and To in the **Effective Dates** region of the **people assignment window**. The **From** date here should reflect the latest change made to the employee assignment based on Promotion, Reassignment, Position Change, RTD from LWOP.

14. Record the information in the **Position** field of this window such as position description and position sequence number. **Position 08218.CONTRACT SPECIALIST.558745.AF1**
15. Continue the position review by navigating to the **Position Description** window and using the sequence number to search for the position.

Navigator - CIVDOD PERSONNELIST



16. Double-click **+ Position** .

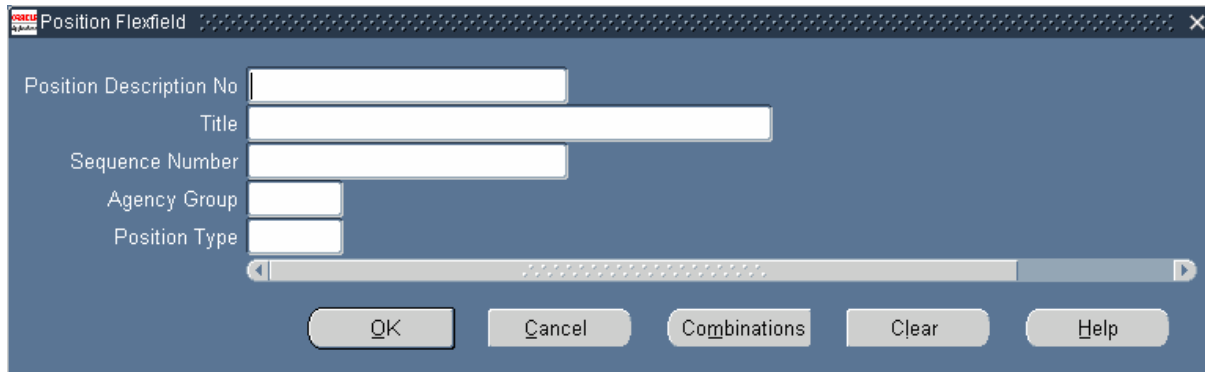
17. Double-click **Description** .

The Find Positions window will display



- 18.** Click in the **Name** field of the Find Position window:

The **Position Flexfield** window will display. Use any of the fields to input search criteria. In this example we will use the position sequence number



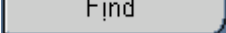
- 19.** Complete the **Sequence Number** field.

| Field Name | R/O/C | Description |
|-----------------|-------|---|
| Sequence Number | R | Systems generated unique position identifier. Example: 558745 |

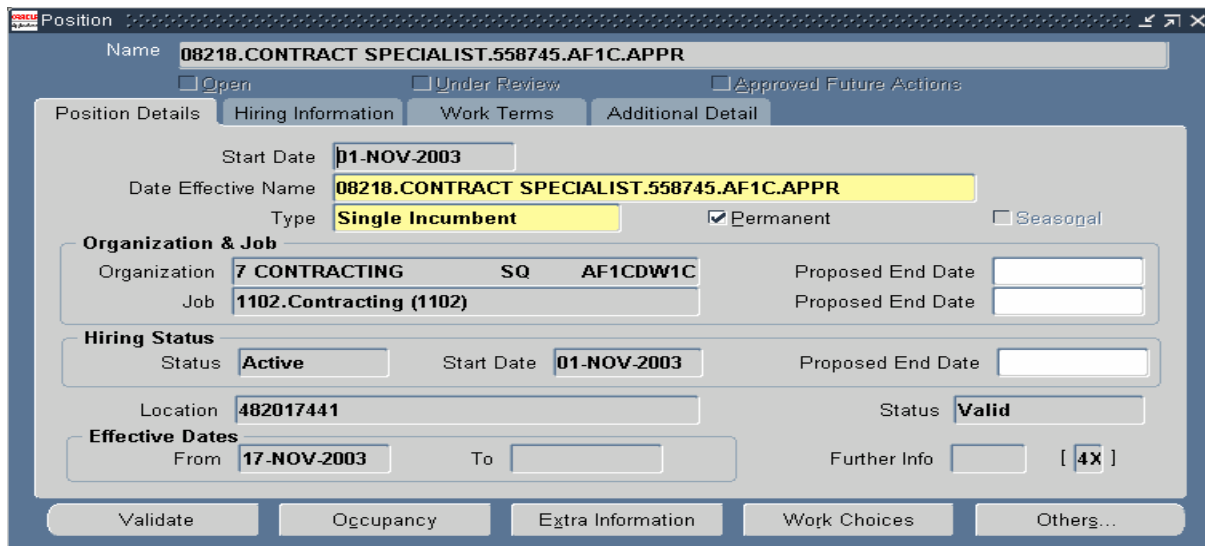
20. Click .

Find Positions window will display again with the sequence number.

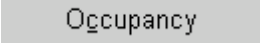
The 'Find Positions' window is a standard Oracle Forms window with a title bar. It contains several input fields: 'Name' with the value '..558745..', 'Type' with a dropdown arrow, 'Hiring Status' with a dropdown arrow, 'Job', 'Organization', and 'Location'. At the bottom, there are three buttons: 'Clear', 'New', and 'Find'.

21. Click .

Position

The 'Position' window is a complex Oracle Forms window. It has a title bar and a 'Name' field containing '08218.CONTRACT SPECIALIST.558745.AF1C.APPR'. Below the name are three checkboxes: 'Open', 'Under Review', and 'Approved Future Actions'. There are four tabs: 'Position Details', 'Hiring Information', 'Work Terms', and 'Additional Detail'. The 'Position Details' tab is active, showing fields for 'Start Date' (01-NOV-2003), 'Date Effective Name' (08218.CONTRACT SPECIALIST.558745.AF1C.APPR), 'Type' (Single Incumbent), 'Organization' (7 CONTRACTING), 'Job' (1102.Contracting (1102)), 'Hiring Status' (Active), 'Status' (Valid), 'Location' (482017441), and 'Effective Dates' (From 17-NOV-2003). There are also fields for 'Proposed End Date' and 'Further Info' (4X). At the bottom, there are five buttons: 'Validate', 'Occupancy', 'Extra Information', 'Work Choices', and 'Others...'.

22. Review the occupancy information using the next step:

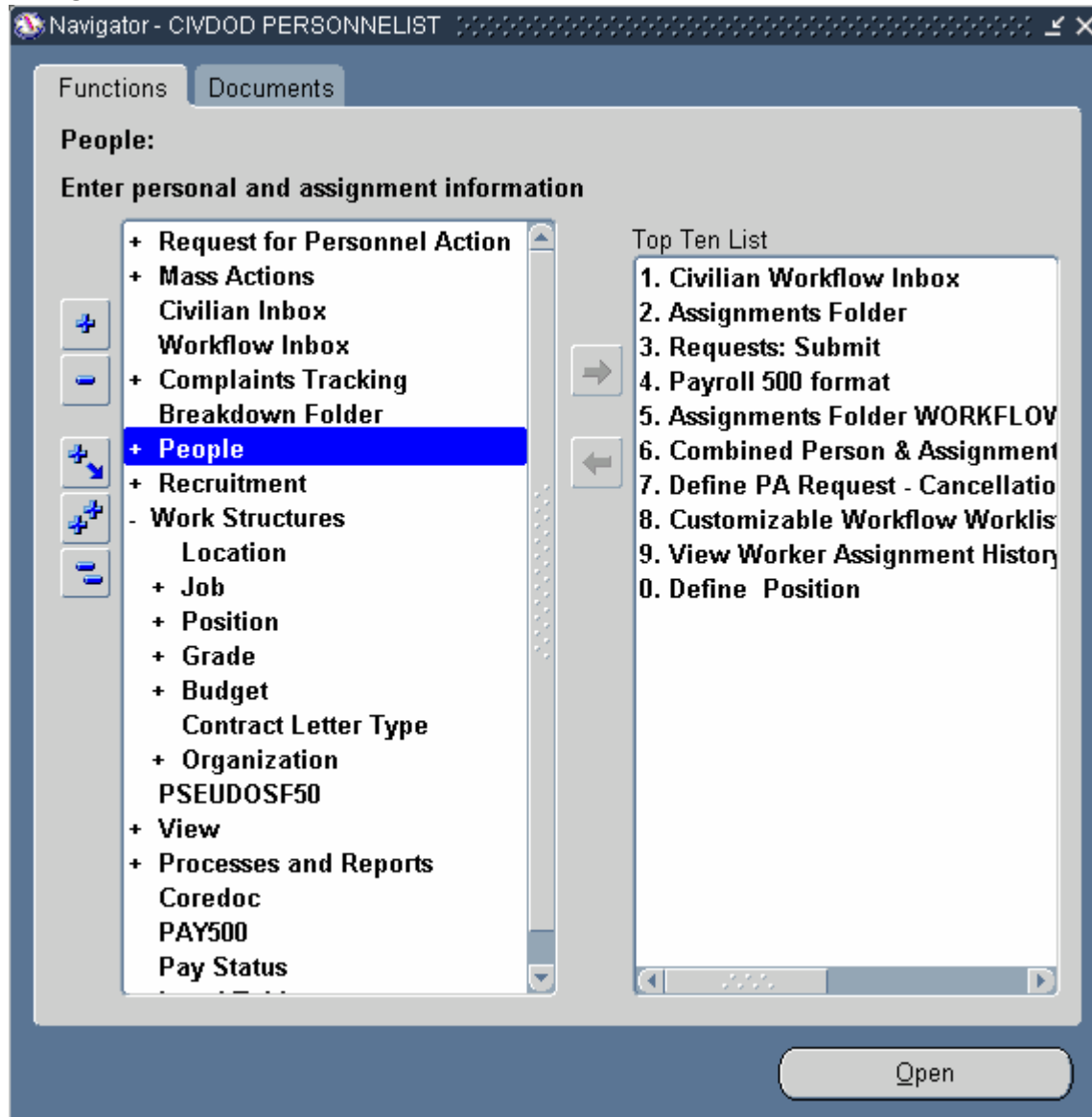
23. Click .

Title: *Developing a Template for Record Update when a CRT is needed.*

**Position Occupancy window will display
(08218.CONTRACT SPECIALIST.558745.AF1C.APPR)**



Navigator - CIVDOD PERSONNELIST



25. Double-click **+ People** .

26. Double-click **Enter and Maintain** .

Title: Developing a Template for Record Update when a CRT is needed.

Category 1 :

Category 2 :

27. When the Find Person window displays complete the Employee Number field fields:

Title: Developing a Template for Record Update when a CRT is needed.

Category 1 :

Category 2 :

Find Person

Full Name

Social Security

Search by number

Type **Employee**

Number

| Field Name | R/O/C | Description |
|---------------------------|-------|--|
| Oracle Employee ID number | R | System generated Unique Oracle Employee ID number. Example: 253388 |

28. Click

Find

People

Name

Last **Doe**

First **John**

Title

Prefix

Suffix

Middle **C**

Gender **Male** Action

Person Type for Action

Person Types

Employee.Ex-applicant

Identification

Employee **253388**

Social Security **000-00-0000**

Personal **Employment** **Office Details** **Applicant** **Background** **Rehire** **Further Name** **Medical** **Other**

Birth Date

Town of Birth

Region of Birth

Country of Birth

Age **32**

Status

Nationality

Registered Disabled

Effective Dates

From **17-NOV-2003** To

Latest Start Date **17-NOV-2003**

Title: Developing a Template for Record Update when a CRT is needed.

Category 1 :

Category 2 :

29. Click **Assignment**.

Assignment(Doe, John C)

The screenshot shows the Oracle HR 'Assignment' form for John C. Doe. The form is titled 'Assignment(Doe, John C)' and contains several sections for data entry. The top section includes fields for Organization (7 CONTRACTING), Job (1102.Contracting (1102)), Grade (GS-09), Location (482017441), Group, Position (08218.CONTRACT SPECIALIST.558745.AF1), Payroll (Biweekly), and Status (Active Appointment). Below this are fields for Assignment Number (253388), Assignment Category, Collective Agreement, and Employee Category. A tabbed interface at the bottom includes 'Salary Information', 'Supervisor', 'Probation & Notice Period', 'Standard Conditions', and 'Statutory Information'. The 'Salary Information' tab is active, showing 'Review Salary' and 'Review Performance' sections with 'Every' frequency fields. The 'Effective Dates' section shows 'From 17-NOV-2003' and a 'To' field. At the bottom are buttons for 'Entries', 'Extra Information', and 'Others...'.

| | | | | | |
|--------------|-------------------------|----|-------|----------|--------------------------------------|
| Organization | 7 CONTRACTING | SQ | AF1CI | Group | |
| Job | 1102.Contracting (1102) | | | Position | 08218.CONTRACT SPECIALIST.558745.AF1 |
| Grade | GS-09 | | | Payroll | Biweekly |
| Location | 482017441 | | | Status | Active Appointment |

| | | | |
|---------------------|--------|----------------------|--|
| Assignment Number | 253388 | Collective Agreement | |
| Assignment Category | | Employee Category | |

Salary Information | Supervisor | Probation & Notice Period | Standard Conditions | Statutory Information

Review Salary
Every

Review Performance
Every

Effective Dates
From To

Entries **Extra Information** **Others...**

30. Click **Entries**.

Title: Developing a Template for Record Update when a CRT is needed.

Category 1 :

Category 2 :

Element Entries(Doe, John C)

Element Entries(Doe, John C)

Period: 9 2004 Bi-Week (18-APR-2004 - 01-M)

Classification:

Processing Types:

- ☒ Recurring
- ☐ Nonrecurring
- ☐ Both

Additional Processed

| Element Name | Processing Type | Costing | Reason | Effective Dates From | Effective Dates To |
|-----------------------|-----------------|---------|--------|----------------------|--------------------|
| Total Pay | Recurring | | | 11-JAN-2004 | |
| Basic Salary Rate | Recurring | | | 11-JAN-2004 | |
| Adjusted Basic Pay | Recurring | | | 11-JAN-2004 | |
| Locality Pay | Recurring | | | 11-JAN-2004 | |
| TSP | Recurring | | | 14-DEC-2003 | |
| Health Benefits | Recurring | | | 30-NOV-2003 | |
| FEGLI | Recurring | | | 26-NOV-2003 | |
| Retirement Plan | Recurring | | | 17-NOV-2003 | |
| Within Grade Increase | Recurring | | | 18-NOV-2003 | |
| | | | | | |
| | | | | | |

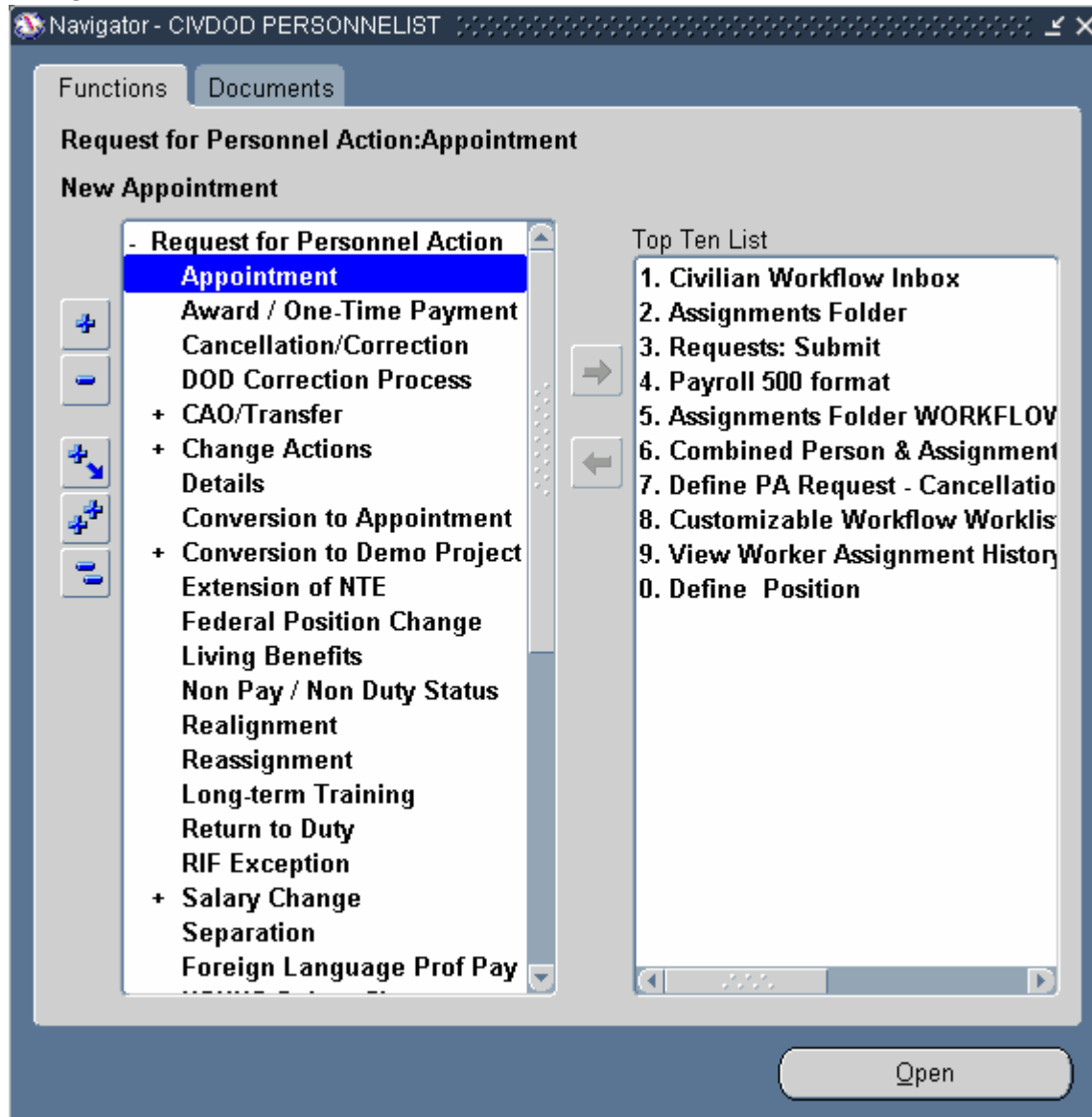
Entry Values Balance Grossup Others...



Review the From and To columns in the **Effective Dates** region of the **element entries window**. Determine if this accurate based on DCPDS updates to this record. Remember to review the entry values on any that are questionable.

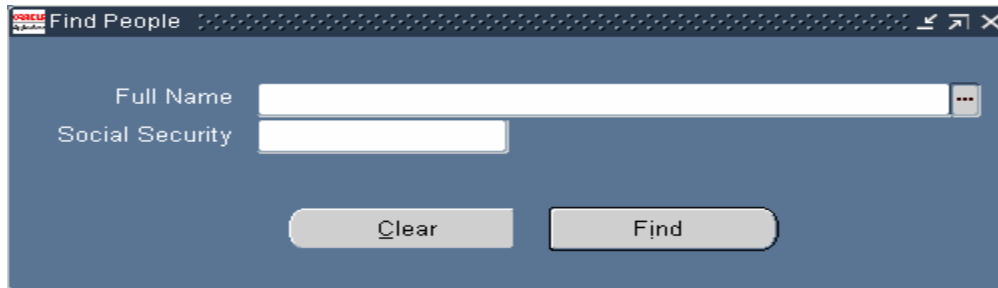
31. Close windows until you reach the navigator again.

Navigator - CIVDOD PERSONNELIST



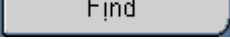
32. Double-click **Cancellation/Correction** to obtain information on Request for Personnel Actions that are recorded in DCPDS.

Find People

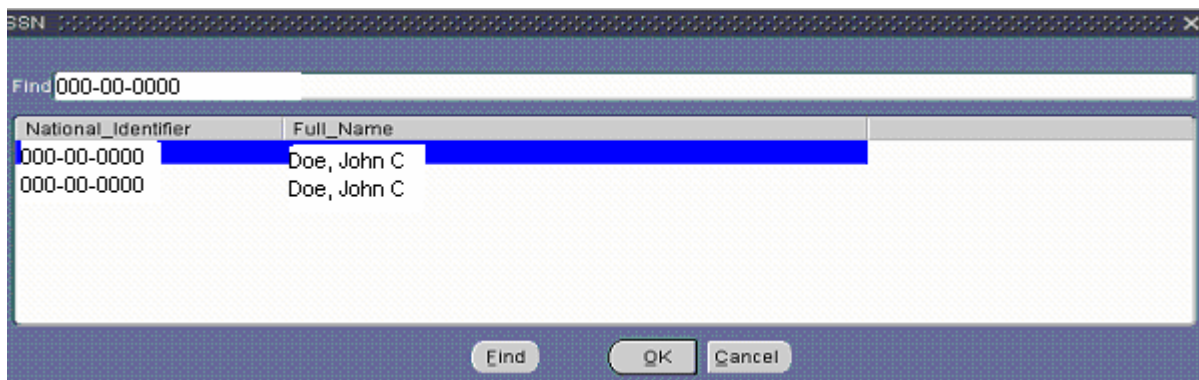


33. Enter the SSAN with dashes in the Social Security field of the Find People window:

| Field Name | R/O/C | Description |
|-----------------|-------|---|
| Social Security | R | Social Security Number Example: 000-00-0000 |

34. Click  .

SSN



There is no way to distinguish between the two records, so click on the first in the list and review what displays in the list to determine which record is being reviewed.

35. Click  .

Title: Developing a Template for Record Update when a CRT is needed.

Category 1 :

Category 2 :

Approved Requests for Personnel Action

Person

Full Name: Doe, John C
Social Security: 000-00-0000

Personnel Actions

☒ Completed ☐ Pending ☐ All Hide Corrections

OPHELIA'S APPROVED RPA'S

| Effective Date | NOAC | Approval Date | Status | NOA Description | Request Number | Approving Office |
|----------------|------|---------------|-----------|---------------------------|----------------------|------------------|
| 11-JAN-2004 | 894 | 12-MAR-2004 | Processed | Pay Adjustment | MSL1977986-5449 | SUPERVISOR |
| 11-JAN-2004 | 894 | 10-JAN-2004 | Processed | Pay Adjustment | MSL1776179-5267 | SUPERVISOR |
| 26-NOV-2003 | 881 | 26-NOV-2003 | Processed | FEGLI Chg | IVRS:1626423 | SUPERVISOR |
| 17-NOV-2003 | 141 | 18-NOV-2003 | Processed | Reinstatement Career-Cond | 03NOVDPCW00000695287 | HUMAN RESC |

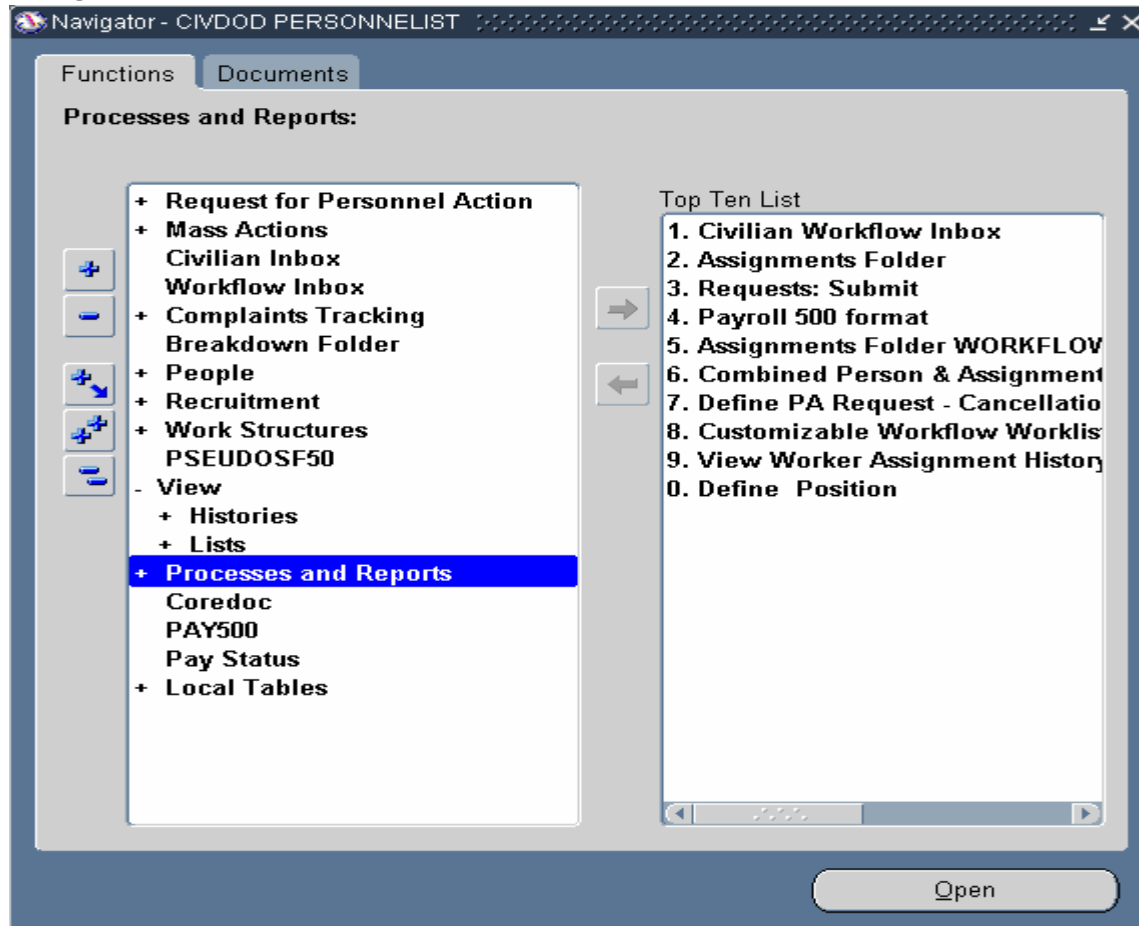
Re-route Cancellation Correction



Based on the Effective date of the 141-Reinstatement Career-Conditional appointment action **17-NOV-2003** the **current active record is displayed**.

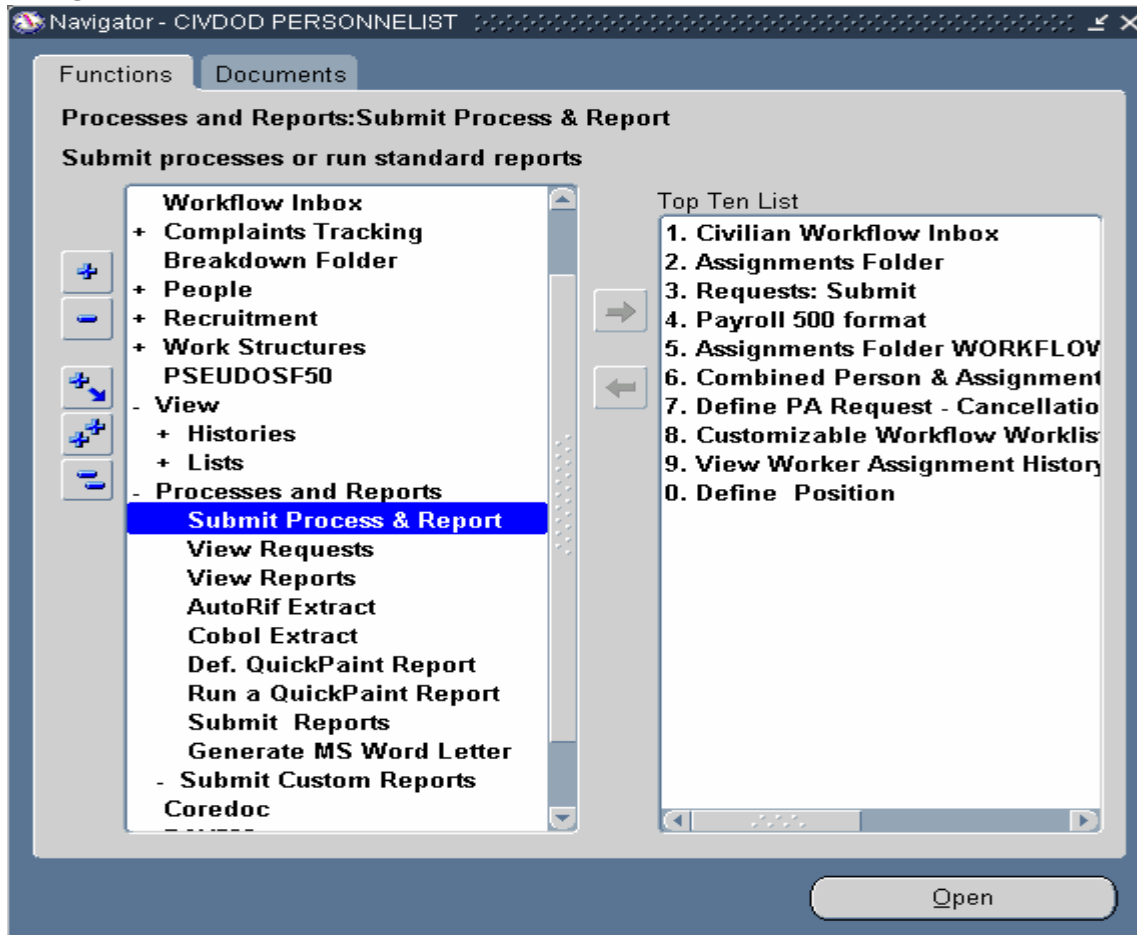
36. The next step is to obtain copies of the Notifications of Personnel Action that were processed on this record by navigating to the **Submit Processes and Reports** area.

Navigator - CIVDOD PERSONNELIST



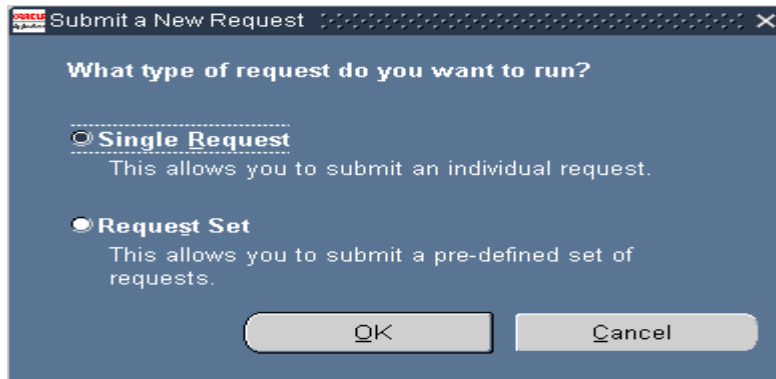
37. Double-click **+ Processes and Reports** .

Navigator - CIVDOD PERSONNELIST

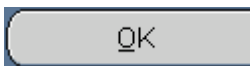


38. Double-click **Submit Process & Report**.

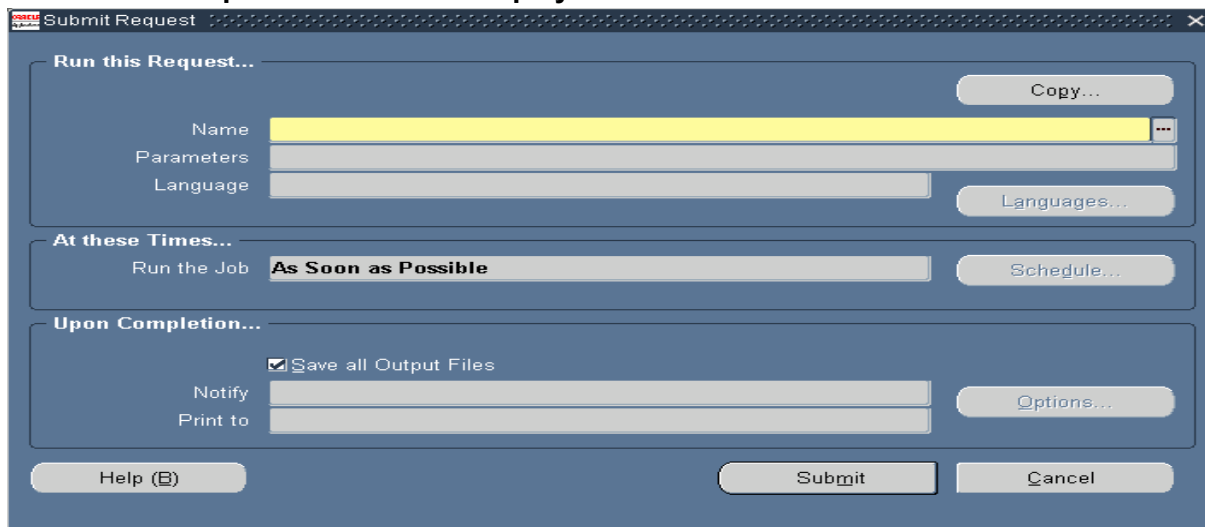
Submit a New Request



39. Click

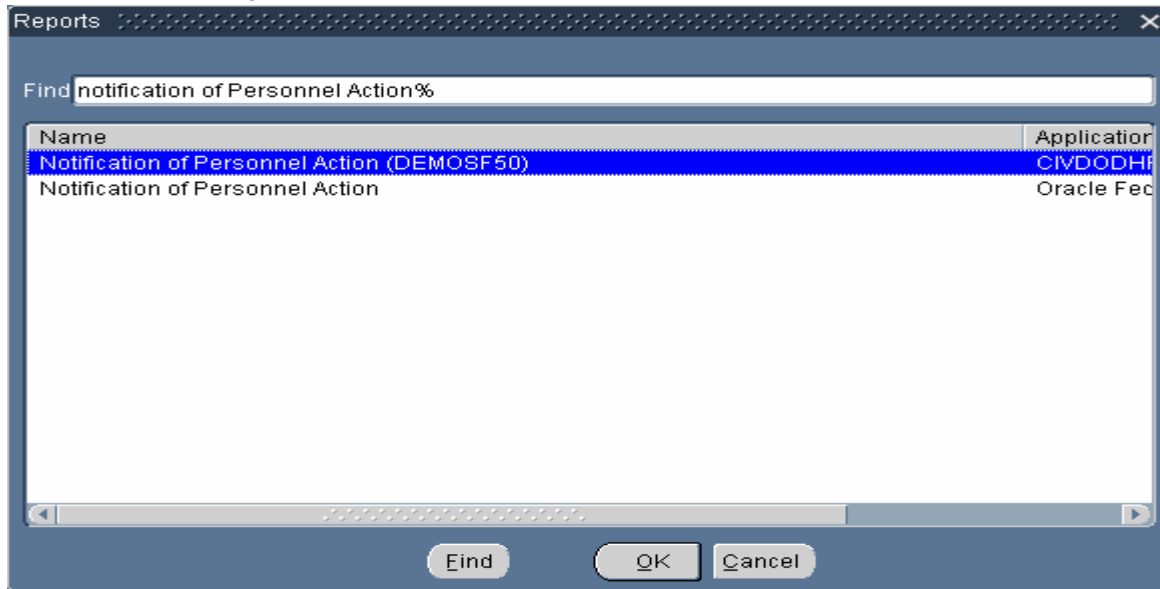


The Submit Request window will display



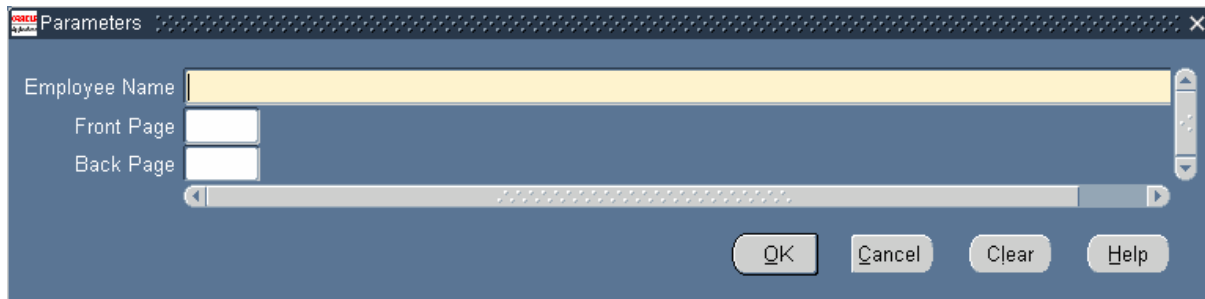
40. Click in the Name field and enter the first 3 letters of the word Notification then tab:

Select the appropriate report (Choose **DEMOSF50** only for employees participating in Demonstration Projects).



41. Notification of Personnel Action is selected.

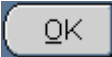
Parameters

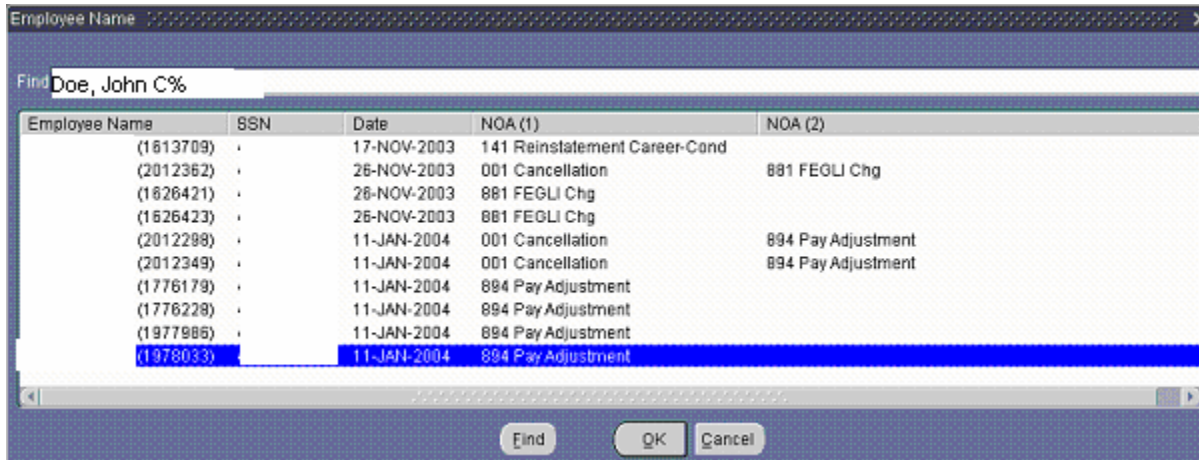


Employee Name

42. Click in the Employee Name field to enter the employee's **Last Name, First Name and Middle Initial**. Enter the Last Name followed by a percent %.

| Field Name | R/O/C | Description |
|---------------|-------|-----------------------------|
| Employee Name | R | Example: Doe, John C |

43. Click  and the window below will display listing all of the DCPDS NPAs.



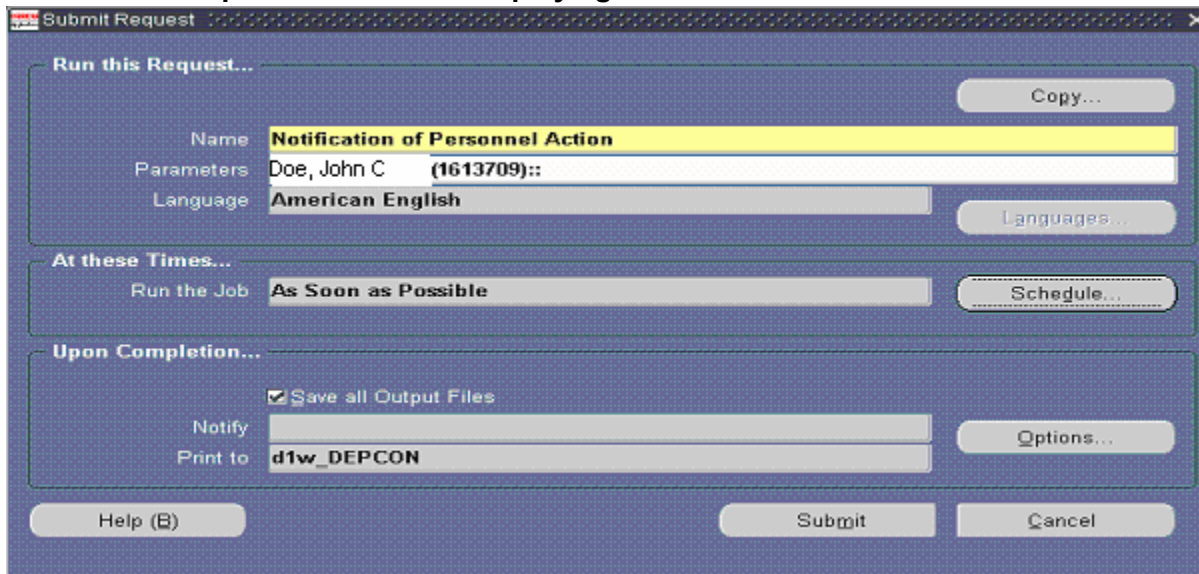
Employee Name window showing a list of NPAs for John C. Doe. The window has a search bar with "Doe, John C%" and a table with columns: Employee Name, SSN, Date, NOA (1), and NOA (2). The table lists various NPAs, with the last row (1978033) selected.

| Employee Name | SSN | Date | NOA (1) | NOA (2) |
|---------------|-----|-------------|-------------------------------|--------------------|
| (1613709) | | 17-NOV-2003 | 141 Reinstatement Career-Cond | |
| (2012362) | | 26-NOV-2003 | 001 Cancellation | 881 FEGLI Chg |
| (1626421) | | 26-NOV-2003 | 881 FEGLI Chg | |
| (1626423) | | 26-NOV-2003 | 881 FEGLI Chg | |
| (2012298) | | 11-JAN-2004 | 001 Cancellation | 894 Pay Adjustment |
| (2012349) | | 11-JAN-2004 | 001 Cancellation | 894 Pay Adjustment |
| (1776179) | | 11-JAN-2004 | 894 Pay Adjustment | |
| (1776228) | | 11-JAN-2004 | 894 Pay Adjustment | |
| (1977986) | | 11-JAN-2004 | 894 Pay Adjustment | |
| (1978033) | | 11-JAN-2004 | 894 Pay Adjustment | |

44. Click on the NPA that is needed for the research. In this example we chose the 141 Reinstatement Career-Cond .

45. Click .

The Submit Request window will display again.



Submit Request window showing configuration for a Notification of Personnel Action. The window has sections for "Run this Request...", "At these Times...", and "Upon Completion...".

Run this Request...

Name: Notification of Personnel Action

Parameters: Doe, John C (1613709)::

Language: American English

At these Times...

Run the Job: As Soon as Possible

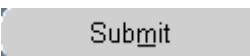
Upon Completion...

☒ Save all Output Files

Notify:

Print to: d1w_DEPCON

Buttons: Help (B), Submit, Cancel, Copy..., Languages..., Schedule..., Options...

46. Click  button.

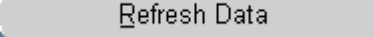
Title: Developing a Template for Record Update when a CRT is needed.

Category 1 :


Category 2 :

The Requests window will display. The **Phase** column is reflected as **Pending**. In order to produce the report on the screen the status must change to **Completed**.

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|---------------------------|--------|-----------|--------|--------------------|
| 5668792 | Notification of Personnel | | Pending | Normal | 1613709, 17874, , |
| 5665788 | Notification of Personnel | | Completed | Normal | 1805053, 17874, , |
| 5665624 | Notification of Personnel | | Completed | Normal | 143824, 17874, , |
| 5665108 | Notification of Personnel | | Completed | Normal | 1811957, 17874, , |
| 5655642 | Notification of Personnel | | Completed | Normal | 1639325, 17874, , |
| 5639059 | Request for Personnel Ac | | Completed | Normal | 1958933, MAYSO-AST |
| 5638935 | Notification of Personnel | | Completed | Normal | 1756568, 17874, , |
| 5638916 | Request for Personnel Ac | | Completed | Normal | 1756568, MAYSO-AST |
| 5638870 | Request for Personnel Ac | | Completed | Normal | 1877407, MAYSO-AST |
| 5636228 | Notification of Personnel | | Completed | Normal | 2110112, 17874 |

47. Click  button in the upper right-hand corner of this window.until the Phase column changes to **Completed**.

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|---------------------------|--------|-----------|--------|--------------------|
| 5668792 | Notification of Personnel | | Completed | Normal | 1613709, 17874, , |
| 5665788 | Notification of Personnel | | Completed | Normal | 1805053, 17874, , |
| 5665624 | Notification of Personnel | | Completed | Normal | 143824, 17874, , |
| 5665108 | Notification of Personnel | | Completed | Normal | 1811957, 17874, , |
| 5655642 | Notification of Personnel | | Completed | Normal | 1639325, 17874, , |
| 5639059 | Request for Personnel Ac | | Completed | Normal | 1958933, MAYSO-AST |
| 5638935 | Notification of Personnel | | Completed | Normal | 1756568, 17874, , |
| 5638916 | Request for Personnel Ac | | Completed | Normal | 1756568, MAYSO-AST |
| 5638870 | Request for Personnel Ac | | Completed | Normal | 1877407, MAYSO-AST |
| 5636228 | Notification of Personnel | | Completed | Normal | 2110112, 17874 |

48. Click .

Title: Developing a Template for Record Update when a CRT is needed.

Category 1 :

Category 2 :

Notification of Personnel Action will display.

Notification of Personnel Acti_220404[1].ps - GSview

File Edit Options View Orientation Media Help

...Acti_220404[1].ps Page: "1" 1 of 2

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Rev. 7/91
U.S. Office of Personnel Management
TPM Sopp. 295-33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

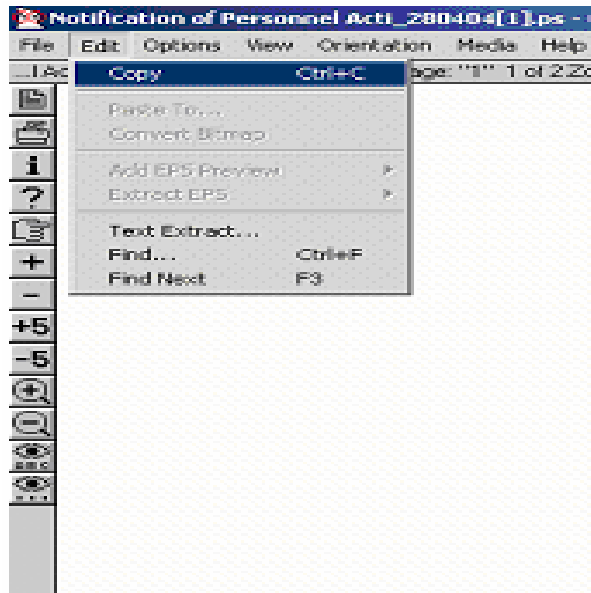
| | | | | |
|---|--|---|------------------|--|
| 1. Name (Last, First, Middle) JOHN, DOE C | | 2. Social Security Number 000-00-0000 | 3. Date of Birth | 4. Effective Date 11-17-2003 |
|---|--|---|------------------|--|

| FIRST ACTION | | | | | SECOND ACTION | | | | |
|-------------------------|---|--|--|--|---------------|-----------------------|--|--|--|
| 5-A. Code 141 | 5-B. Nature of Action Reinstatement Career-Cond | | | | 6-A. Code | 6-B. Nature of Action | | | |
| 5-C. Code KQM | 5-D. Legal Authority Reg 315.401 | | | | 6-C. Code | 6-D. Legal Authority | | | |
| 5-E. Code | 5-F. Legal Authority | | | | 6-E. Code | 6-F. Legal Authority | | | |

| | | | | | | | | | | |
|------------------------------------|-----------------------------|------------------------------|----------------------------|--|--|------------------------------|---|----------------------------|--|------------------------------|
| 7. FROM: Position Title and Number | | | | | 15. TO: Position Title and Number CONTRACT SPECIALIST 08218 - 558745 | | | | | |
| 8. Pay Plan GS | 9. Org. Code 1102 | 10. Grade/Level 09 | 11. Step/Rate 01 | 12. Total Salary \$35,519.00 | 16. Pay Plan GS | 17. Org. Code 1102 | 18. Grade/Level 09 | 19. Step/Rate 01 | 20. Total Salary Award \$38,936.00 | 21. |
| 13A. Basic Pay | | 13B. Locality Adj. | | 13C. Adj. Basic Pay | 14A. Basic Pay \$35,519.00 | | 14B. Locality Adj. \$3,417.00 | | 14C. Adj. Basic Pay \$38,936.00 | 14D. Other Pay \$0 |

49. Use the print button to the left side of the NPA to print a hard copy, if needed.
50. If the user needs to paste a copy of this NPA into a word document, use the **Edit** menu item.

Notification of Personnel Acti_280404[1].ps - GSview



51. Select **Edit→Copy** or use the **Ctrl+C** shortcut key

52. The template for record update on the next few pages must be completed and attached to the Trouble Ticket Template. The Template for Record Update must be copied from this document and pasted **into a word document**. Do not **submit the instructional steps 1 through 52** when submitting the ticket.



Remember, all of the examples below **may or may not** be needed based on what needs to be fixed in the record.

Template for Record Update:

TEMPLATE for RECORD UPDATE

Employee: John Smith, SSN XXX-XX-XXXX

Please use this template as an attachment to Clearinghouse tickets when a CRT will be required to update (remove/replace) erroneous data from a record.

- A.** Has it been validated that this problem is unique to the record(s) and not due to a system problem?
- B.** Has user attempted to update record? If Yes, please provide a chronology of events user took to update record(s)
- C.** Describe the problems caused by inability to update record thru DCPDS (i.e. pay actions are unable to process due to bad data residing in record, etc). **(Note:** This is also known as the impact. Use strong verbs, adjectives and numbers when completing this part, i.e., "all", "numerous", other pending actions that may be effected, number of records effected or possibly effected if not fixed.)
- D.** Describe what action needs to be taken on the record. Please be specific, as this information will be forwarded to contractor for resolution. **(Please see examples 1,2 and 3 provided on next page). If you have additional screenshots that may be useful, save them in a word document and attach them here.**



Attach screenshots here

EXAMPLES:

#1: Assignment History Update

Employee: John Smith, SSN XXX-XX-XXXX

List the NPAs/RPAs that need to be deleted, if applicable:

| Delete-RPA Number | Effective Date(Block 4) | Approval date |
|-------------------|-------------------------|---------------|
| | | |
| | | |
| | | |
| | | |

| PEOPLE Record Currently Reads: | Should Read: |
|--------------------------------|--------------------------------|
| Effective Dates | Effective Dates |
| From: 01-Jan-04 | From: 01-Sep-1999 |
| Latest Start Date: 01-Jan-04 | Latest Start Date: 01-Sep-1999 |

| Assignment Record Currently Reads | Should Read: |
|-----------------------------------|-----------------------------|
| Effective Dates 01-Jan-04 | Effective Dates 01-Sep-1999 |

This is what record is currently showing in HR Assignment History:

| From | To | Organization | Position |
|-------------|-------------|--------------|------------------------|
| 28-Mar-1999 | | | Position: 00808.28571 |
| 28 Mar 1999 | | | Position: 00808. 28570 |
| 15 Aug 1982 | 27-Aug-1999 | CIVDODHR | |

The record should show:

| From | To | Organization | Position |
|-------------|-------------|--------------|-----------------------|
| 12-Feb-2002 | | | Position: 00808.28571 |
| 28-Mar-1999 | 11 Feb-2002 | | Position: 00808.28570 |
| 15-Aug-1982 | 27-Mar-1999 | CIVDODHR | |

#2: Person Entry History Update

Employee: John Smith, SSN XXX-XX-XXXX

CURRENT VIEW OF FIELDS (each of the timeframes currently contains an entry for both R and R1 codes):

| Effective Dates | | Element Name | Entry Values Code | Entry Values clear text |
|-----------------|-----------|--------------|-------------------|--|
| FROM | TO | | | |
| 16-May-93 | 28-Jul-98 | FEGLI | R R1 | Basic Plus Addtnl w/3 Times Pay, Stnd Optn& Fam Optn Basic + Option B(3x) + Option A + Option C(1x) |
| 16-May-93 | | FEGLI | R R1 | Basic Plus Addtnl w/3 Times Pay, Stnd Optn& Fam Optn Basic + Option B(3x) + Option A + Option C(1x) |

WHAT THE FIELDS SHOULD REFLECT :

| Effective Dates | | Element Name | Entry Values Code | Entry Values clear text |
|-----------------|-----------|--------------|-------------------|--|
| FROM | TO | | | |
| 16-May-93 | 24-Apr-99 | FEGLI | R | Basic Plus Addtnl w/3 Times Pay, Stnd Optn& Fam Optn |
| 25-Apr-99 | Present | FEGLI | R1 | Basic + Option B(3x) + Option A + Option C(1x) |

#3: Person Entry Element History Update

Employee: John Smith, SSN XXX-XX-XXXX

(A) The problem can be seen when date tracked to 07-Nov-1994 under his Within Grade Increase Element. It has duplicate entries with varied information. As of 28-JUL-02, the Within Grade Increase fields should read:

| | |
|----------------------------|-------------|
| STATUS: | Grant WGI |
| DATE DUE: | 27-JUL-2003 |
| LAST INCREASE DATE: | 28-JUL-2002 |

(B) The next problem lies in the following Element Entries. If you look current day, there is only one element for each and the values are correct. If you look at the timeframe between 23-Sep-2001 and 27-Jul-2002 there are two element entries for each of the data elements listed below. The spreadsheet is how it should look for each timeframe.

| Entry Values | 23-Sep-2001 TO 27-Jul-2002 | 28-Jul-2002 TO 11-Jan-2003 | 12-Jan-2003 TO Present |
|---------------------------|----------------------------------|----------------------------------|------------------------------|
| TOTAL PAY | 15.70 | 37,428 | 38,936 |
| BASIC SALARY RATE | 15.70 | 34,451 | 35,519 |
| ADJUSTED BASIC PAY | 15.70 | 37,428 | 38,936 |
| LOCALITY PAY | 0 | 2,977 | 3,417 |

Title: Developing a Template for Record Update when a CRT is needed.

Category 1 :

Category 2 :

